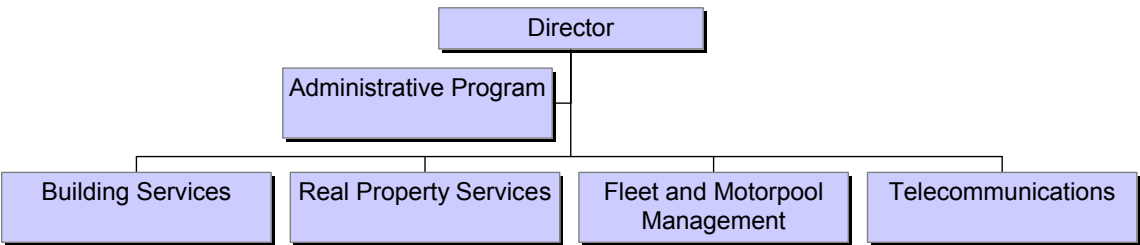


Administrative Services



Description of the Service

The Administrative Services Department is responsible for providing support services to all City departments. It is comprised of 55 full-time employees and includes the functions of Real Property Services, Building Services, Telecommunications, and Fleet Management. The cost of these services is allocated to user departments through the Central Service Fund or Central Garage fund.

The Administration Division is responsible for providing administrative support and fiscal management to enable the divisions of the department to achieve their goals.

The Real Property Services Division represents the City in all negotiations of leases to and from the City, property management and surplus property sales functions, and acquisition of properties for the City and Redevelopment Agency projects. This division also provides cost estimates and appraisal reports for the City and Agency budgeting, acquisition and surplus property sales and manages a proactive Telecommunications Site Leasing Program.

The Building Services Division supports over 105 buildings and facilities located throughout the City, utilizing 17 employees. The division provides janitorial services, security services, building improvements, capital improvements, office moves and emergency repairs to make these facilities safe, clean and functional for all departments and the public to use. The division oversees the Transportation Center by providing for the upkeep and security of the facility and grounds.

The Telecommunications Division provides service to over 1,735 users located in 55 facilities throughout the City. This division manages and repairs all telephone instruments, telecommunications equipment and the infrastructure necessary to provide uninterrupted service. Additionally, this division provides radio support to several user departments.

The Fleet Management Division provides support for 1,805 vehicles and equipment for 104 divisions within the City, utilizing 30 employees. This division includes Central Garage, Motor Pool and Auto Stores (parts inventory) functions to ensure vehicles and equipment are maintained properly for safe and reliable operations in the delivery of City services.

## Administrative Services

### Mission Statement

The mission of the Administrative Services Department is to provide timely, quality, and efficient support services consisting of real property services, fleet management, telecommunications and building services to all City departments in an effort to help them meet their departmental outcomes.

### Major 2002/03 Priorities

- Continue development of a Managing for Results system using performance measures to identify areas for internal service improvement.
- Schedule bi-monthly meetings with major property services client departments to coordinate development/ construction schedules and real property needs.
- Network with the telecommunications carriers' consultants in order to market potential City wireless antenna sites.
- Coordinate various capital improvement projects including the Municipal Auditorium lower level/garden area renovation, Casa Blanca Library construction, and ADA restroom modifications at City Hall and the Main Library.
- Explore office space issues regarding possible purchase of the Metro Center building and expansion of the Lincoln Street Police Station.
- Develop a Municipal Buildings and Facilities Master Plan in coordination with other City departments (Police, Fire, Museum & Library).
- Develop a building services customer satisfaction survey database and analyze findings for cause and corrective action.
- Complete the installation of a Public Access CNG Refueling Site at the Corporation Yard.
- Analyze weekly service call response times outside established parameters for cause and corrective action.
- Analyze weekly priority vehicle and equipment "uptime" that is not within established parameters for cause and corrective action.

### **Programs and Program Goals**

#### **FY 2002/03**

**Administrative:** To provide policy direction, administrative support and fiscal management to enable the Department to achieve program outcomes while complying with federal, state, local, and other requirements.

**Real Property Services:** To meet the real property needs of the City by efficiently serving the various departments in a timely and responsive manner in the areas of property acquisition, disposition, leasing and property management, the successful relocation of residential and/or businesses affected by projects and by managing the City's real estate holdings in a manner which enhances the revenue potential.

**Building Maintenance and Improvements:** To provide timely and responsive service that results in safe, clean, well-maintained, and functional facilities for the public and employees in order to support the operations of all City departments.

**Telecommunications:** To provide the highest level quality, uninterrupted telecommunication service for all City departments in order to support their operations.

**Fleet and Motorpool Management:** To provide reliable vehicles and equipment that are safe, functional, and environmentally friendly, and maintained in a responsive, timely and efficient manner in order to support the operations of all City departments.

## Administrative Services

### Recent Accomplishments

#### **Real Property Services**

- Worked with Public Works to complete the Olivewood Avenue and Skofstad Street sidewalk projects.
- Acquired 65 parcels for the La Sierra widening project and 68 parcels for the Tyler Street widening project.
- 30 Wireless telecommunication antenna sites located on City property or rights-of-way generating approx. \$300,000 annually.
- Acquired parcel for the California School for the Performing Arts.
- Sold Redevelopment Agency-owned property at First and Market for in-fill housing development consisting of 46 units, 11 of which are affordable.

#### **Building Maintenance and Improvements**

- Coordinated various capital improvement projects including the Convention Center restroom remodel, Municipal Auditorium lower level/garden area renovation, and City Hall expansion of the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors.
- Completed Phase IV of the City-wide Energy Retrofit Project
- Completed an expansion of the La Sierra Library.
- Initiated customer satisfaction surveys to gain feedback on our services.

#### **Telecommunications**

- Replaced all City telephone instruments with new digital phones providing enhanced capabilities for the system users.
- Currently implementing the 911 Identification Project which will provide the exact location of 911 calls from a City telephone extension.

#### **Fleet and Motorpool Management**

- Reorganized Fleet Management staff to take advantage of personnel capabilities.
- Implemented an Alternative Fuel Vehicle Plan to meet the goals established by the Clean Cities Program and the Federal Clean Air Act
- Developed a plan to implement customer satisfaction surveys to gain feedback on our services.

### Performance Measures

	<b>Actual</b>	<b>Estimated</b>	<b>Target</b>
	<b>2000/01</b>	<b>2001/02</b>	<b>2002/03</b>
# of building maintenance workorders completed	1,597	1,554	1,600
% of building maintenance workorders completed within prioritized response times	71%	76%	80%
% of buildings with satisfactory cleanliness ratings	N/A	N/A	85%
# of building projects completed/all annual projects	20 / 46	32 / 52	30 / 34
# of telephone service repairs completed	N/A	700	600
% of telecommunications repair calls completed within prioritized response times	95%	95%	97%
% of time vehicles are available for use	N/A	80%	85%
% of customers who rate the responsiveness of fleet and motorpool service as good or excellent	N/A	85%	90%
# of vehicle repairs completed	15,982	15,000	14,900
# of fleet and motorpool preventative maintenance workorders completed	4,574	4,500	4,550
% of vehicle preventative maintenance workorders completed within scheduled timeframes	85%	85%	85%

## Administrative Services

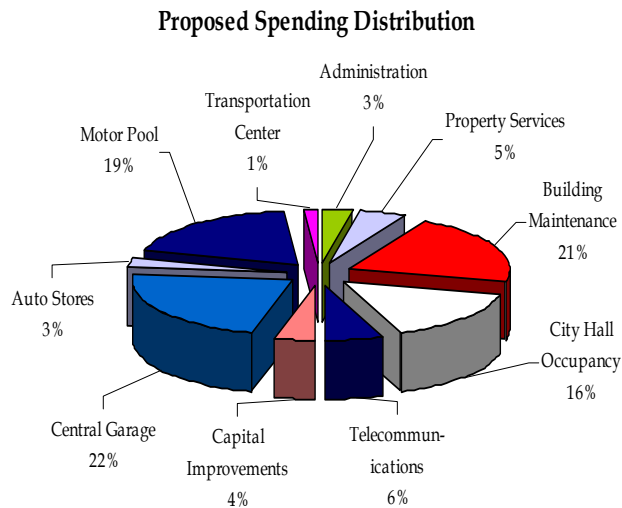
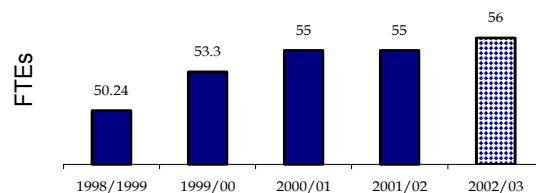
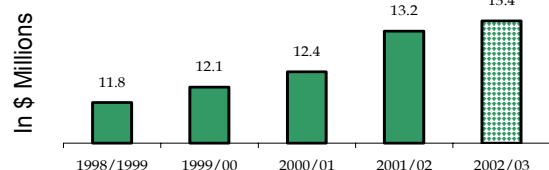
**Department Summary**

<b>Budget Summary</b>	<b>Actual 2000/01</b>	<b>Budget 2001/02</b>	<b>Proposed 2002/03</b>	<b>Change</b>
Personnel Services	3,047,346	3,285,098	3,642,496	10.9%
Non-Personnel	5,108,562	5,078,288	5,180,462	2.0%
Special Projects	172,396	83,000	83,000	0.0%
Equipment Outlay	845,599	706,850	779,615	10.3%
<i>Direct Operating</i>	9,173,903	9,153,236	9,685,573	5.8%
Debt Service		0		---
Capital Outlay	551,130	980,780	807,088	-17.7%
Charge From Others	2,793,997	3,073,234	3,097,441	0.8%
<i>Gross Budget</i>	12,519,030	13,207,250	13,590,102	2.9%
Charge To Others	(6,705,408)	(7,377,514)	(7,508,302)	1.8%
<b>Net Budget</b>	5,813,622	5,829,736	6,081,800	4.3%

**Expenditure Summary (Gross Budget)**

Administration	372,047	402,602	412,913	2.6%
Property Services	541,974	597,609	698,277	16.8%
Building Maintenance	2,511,730	2,879,816	2,894,116	0.5%
City Hall Occupancy	2,049,500	2,057,387	2,082,878	1.2%
Telecommunications	811,891	759,375	761,142	0.2%
Capital Improvements	89,575	581,000	578,500	-0.4%
Central Garage	2,956,732	2,878,199	3,015,115	4.8%
Auto Stores	286,401	364,023	382,782	5.2%
Motor Pool	2,606,661	2,510,222	2,582,278	2.9%
Transportation Center	292,519	177,017	182,101	2.9%
<b>Expenditure Total</b>	12,519,030	13,207,250	13,590,102	2.9%

<b>Personnel Summary</b>	55.00	55.00	56.00	1.00
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**Program Summary****Personnel Summary****Historical Budget Expenditures**

## Annual Budget

**Department / Section:** Administrative Services / Admin Services-Administration

102 - 220000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2200000	Salaries-Regular	48,560	75,920	75,920	82,429	8 %
412000	2200000	Emp Pension & Benefits	13,319	17,745	17,745	20,513	15 %
<b>Personnel Services Total</b>			<b>61,880</b>	<b>93,665</b>	<b>93,665</b>	<b>102,942</b>	<b>9 %</b>
421000	2200000	Professional Services	670	0	5,000	0	---
421100	2200000	Outside Legal Svcs	6,655	0	23,344	0	---
422000	2200000	Utility Services	616	800	800	800	%
423000	2200000	Rentals & Transport	0	533	1,643	350	(34) %
424000	2200000	Maint & Repairs	0	500	0	250	(50) %
425000	2200000	Office Exp & Supplies	345	1,300	1,000	1,533	17 %
425200	2200000	Periodicals/Dues	0	150	150	150	%
426000	2200000	Materials & Supplies	3,491	750	1,583	300	(60) %
427100	2200000	Travel & Meeting	1,923	1,000	1,800	1,600	60 %
427200	2200000	Training	105	250	250	300	20 %
428200	2200000	Legal Fees	9,994	0	0	0	---
428400	2200000	Insurance/All Other	2,516	1,861	1,861	1,913	2 %
<b>Non-personnel Expenses Total</b>			<b>26,318</b>	<b>7,144</b>	<b>37,431</b>	<b>7,196</b>	<b>%</b>
462300	2200000	Office Furniture & Equipment	1,683	0	0	0	---
462308	2200000	Office Furn & Eq-Computer Acqu	7,539	0	0	0	---
<b>Equipment Outlay Total</b>			<b>9,222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
881100	2200000	General Fund Allocation Chgs	231,295	257,831	257,831	258,499	%
881200	2200000	Central Svc Allocation Chgs	3,332	3,962	3,962	4,276	7 %
882101	2200000	Annual Utilization Chgs 101 Fd	40,000	40,000	40,000	40,000	%
<b>Charges From Others Total</b>			<b>274,627</b>	<b>301,793</b>	<b>301,793</b>	<b>302,775</b>	<b>%</b>
891200	2200000	Cent Service Allocation Chrges	(370,566)	(402,602)	(402,602)	(412,913)	2 %
<b>Charges to Others Total</b>			<b>(370,566)</b>	<b>(402,602)</b>	<b>(402,602)</b>	<b>(412,913)</b>	<b>2 %</b>
<b>Net Budget</b>			<b>1,481</b>	<b>0</b>	<b>30,287</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Administrative Services / Admin Serv-Property Services

102 - 220500

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2205000	Salaries-Regular	301,806	357,972	319,742	376,262	5 %
411410	2205000	Vacation Payoff	9,598	0	0	13,500	---
411420	2205000	Sick Leave Payoff	0	0	0	50,500	---
412000	2205000	Emp Pension & Benefits	72,538	85,162	85,162	100,325	17 %
413120	2205000	OT at 1.5 Rate	86	0	0	0	---
<b>Personnel Services Total</b>			<b>384,029</b>	<b>443,134</b>	<b>404,904</b>	<b>540,587</b>	<b>21 %</b>
421000	2205000	Professional Services	24,990	12,000	114,257	12,000	%
422000	2205000	Utility Services	10,240	10,710	10,710	11,214	4 %
423000	2205000	Rentals & Transport	39,942	47,435	47,435	46,579	(1) %
424000	2205000	Maint & Repairs	1,070	938	938	1,040	10 %
425000	2205000	Office Exp & Supplies	5,401	4,798	6,044	8,575	78 %
425200	2205000	Periodicals/Dues	2,093	2,075	2,075	2,413	16 %
426000	2205000	Materials & Supplies	616	0	0	1,500	---
427100	2205000	Travel & Meeting	3,501	4,090	4,090	4,135	1 %
427200	2205000	Training	2,430	2,990	2,990	4,080	36 %
428400	2205000	Insurance/All Other	11,009	8,774	8,774	8,732	( ) %
428420	2205000	Insurance Charges - Direct	0	26	26	26	%
447100	2205000	Taxes and Assessments	266	6,500	6,500	0	---
<b>Non-personnel Expenses Total</b>			<b>101,562</b>	<b>100,336</b>	<b>203,839</b>	<b>100,294</b>	<b>( ) %</b>
881100	2205000	General Fund Allocation Chgs	12,330	7,809	7,809	8,170	4 %
881200	2205000	Central Svc Allocation Chgs	38,602	41,769	41,769	44,643	6 %
882008	2205000	Cadme Utilization Charges	5,451	4,561	4,561	4,583	%
<b>Charges From Others Total</b>			<b>56,383</b>	<b>54,139</b>	<b>54,139</b>	<b>57,396</b>	<b>6 %</b>
891200	2205000	Cent Service Allocation Chrges	(561,523)	(597,609)	(597,609)	(698,277)	16 %
<b>Charges to Others Total</b>			<b>(561,523)</b>	<b>(597,609)</b>	<b>(597,609)</b>	<b>(698,277)</b>	<b>16 %</b>
<b>Net Budget</b>			<b>(19,548)</b>	<b>0</b>	<b>65,273</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg Svs-Maintenance

102 - 221000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2210000	Salaries-Regular	781,109	838,900	838,900	927,204	10 %
411430	2210000	Compensatory Time Payoff	2,291	0	0	0	---
412000	2210000	Emp Pension & Benefits	191,550	206,921	206,921	257,514	24 %
413110	2210000	OT at Straight Time	13,659	0	0	13,000	---
413120	2210000	OT at 1.5 Rate	41,803	30,000	30,000	26,450	(11) %
413130	2210000	OT at Double Time Rate	2,479	0	0	2,500	---
<b>Personnel Services Total</b>			<b>1,032,895</b>	<b>1,075,821</b>	<b>1,075,821</b>	<b>1,226,668</b>	<b>14 %</b>
421000	2210000	Professional Services	227,903	323,320	380,687	324,000	%
422000	2210000	Utility Services	43,074	39,350	39,350	43,500	10 %
422200	2210000	Electric	102,453	69,500	69,500	75,000	7 %
422500	2210000	Water	4,735	5,700	5,700	6,000	5 %
423000	2210000	Rentals & Transport	53,041	100,446	145,029	96,105	(4) %
424000	2210000	Maint & Repairs	217,279	188,400	188,740	178,820	(5) %
425000	2210000	Office Exp & Supplies	7,267	15,150	19,112	18,250	20 %
425200	2210000	Periodicals/Dues	0	500	500	500	%
426000	2210000	Materials & Supplies	32,911	20,000	20,000	42,630	113 %
427100	2210000	Travel & Meeting	0	960	1,660	2,000	108 %
427200	2210000	Training	170	4,150	5,480	6,000	44 %
428400	2210000	Insurance/All Other	27,022	20,979	20,979	21,960	4 %
428420	2210000	Insurance Charges - Direct	123	494	494	435	(11) %
<b>Non-personnel Expenses Total</b>			<b>715,982</b>	<b>788,949</b>	<b>897,231</b>	<b>815,200</b>	<b>3 %</b>
452008	2210000	Seismic Study	0	0	7,345	0	---
<b>Special Projects Total</b>			<b>0</b>	<b>0</b>	<b>7,345</b>	<b>0</b>	<b>---</b>
462100	2210000	Automotive Equipment	23,413	28,000	28,000	28,000	%
462300	9752900	City Hall Expansion	75,000	0	0	0	---
<b>Equipment Outlay Total</b>			<b>98,413</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>	<b>---</b>
470020	2210000	Buildings/Structures Improve	81,942	371,780	486,162	39,980	(89) %
470020	9747200	La Sierra Library Expansion	22,498	0	477,501	0	---
470020	9752900	City Hall Expansion	15,582	0	624,418	0	---
470040	2210000	Roof Replacement	41,854	1,500	14,511	0	---
470050	2210000	Air Conditioning & Heating	760	0	34,901	89,020	---
470060	2210000	Parking Lot Repairs	49,062	11,500	33,841	0	---
470070	2210000	Carpet/Drapes/Floor Replmnt	245,239	15,000	62,941	29,500	96 %
470170	2210000	All Other Improvements	4,624	0	0	70,088	---
<b>Capital Outlay Total</b>			<b>461,564</b>	<b>399,780</b>	<b>1,734,275</b>	<b>228,588</b>	<b>(42) %</b>
881100	2210000	General Fund Allocation Chgs	13,843	17,072	17,072	17,921	4 %
881200	2210000	Central Svc Allocation Chgs	167,672	202,937	202,937	213,731	5 %
882002	2210000	Bldg. Maint. Charge	5,909	0	0	0	---
882101	2210000	Annual Utilization Chgs 101 Fd	0	79,436	79,436	79,436	%
882102	2210000	Annual Utilization Chgs 102 Fd	0	265,000	265,000	281,000	6 %
882650	2210000	Annual Utilization Chgs 650 Fd	15,293	19,249	19,249	0	---
884101	2210000	General Fund Charges	159	3,572	3,572	3,572	%
<b>Charges From Others Total</b>			<b>202,876</b>	<b>587,266</b>	<b>587,266</b>	<b>595,660</b>	<b>1 %</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg Svs-Maintenance  
102 - 221000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
891200	2210000	Cent Service Allocation Chrges	(1,990,432)	(2,422,352)	(2,422,352)	(2,631,512)	8 %
892002	2210000	Bldg Maintenance Charge	(396,242)	(399,780)	(399,780)	(199,188)	(50) %
892650	2210000	Annual Utiliztn Chgs to 650 Fd	(49,252)	(57,684)	(57,684)	(63,416)	9 %
894101	2210000	Interfund Svcs-General Fund	(1,690)	0	0	0	---
894102	2210000	Interfund Svcs-Centrl Svcs Fd	(395)	0	0	0	---
894510	2210000	Interfund Svcs-Electric Fund	(1,309)	0	0	0	---
894650	2210000	Interfund Svcs-Central Garage	(39)	0	0	0	---
<b>Charges to Others Total</b>			<b>(2,439,361)</b>	<b>(2,879,816)</b>	<b>(2,879,816)</b>	<b>(2,894,116)</b>	<b>%</b>
<b>Net Budget</b>			<b>72,369</b>	<b>0</b>	<b>1,450,123</b>	<b>0</b>	<b>---</b>



## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg Svs-City Hall Occ  
102 - 221020

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
421000	2210200	Professional Services	344,614	412,851	413,207	413,000	%
422000	2210200	Utility Services	66,770	48,000	34,700	39,000	(18) %
422200	2210200	Electric	271,022	280,000	280,000	260,000	(7) %
422500	2210200	Water	6,619	9,000	9,000	7,500	(16) %
422700	2210200	Refuse/Disposal Fees	0	0	13,300	15,000	---
424000	2210200	Maint & Repairs	7,712	0	1,000	10,000	---
425000	2210200	Office Exp & Supplies	30	0	0	0	---
426000	2210200	Materials & Supplies	1,572	20,000	20,000	20,000	%
428420	2210200	Insurance Charges - Direct	40,546	60,297	60,297	58,405	(3) %
<b>Non-personnel Expenses Total</b>			<b>738,888</b>	<b>830,148</b>	<b>831,504</b>	<b>822,905</b>	<b>( ) %</b>
881100	2210200	General Fund Allocation Chgs	1,670	2,134	2,134	2,245	5 %
881200	2210200	Central Svc Allocation Chgs	24,900	27,763	27,763	27,636	( ) %
882002	2210200	Bldg. Maint. Charge	80,000	2,500	2,500	30,250	1,110 %
882101	2210200	Annual Utilization Chgs 101 Fd	1,094,842	1,094,842	1,094,842	1,094,842	%
882102	2210200	Annual Utilization Chgs 102 Fd	109,200	100,000	100,000	105,000	5 %
<b>Charges From Others Total</b>			<b>1,310,612</b>	<b>1,227,239</b>	<b>1,227,239</b>	<b>1,259,973</b>	<b>2 %</b>
891200	2210200	Cent Service Allocation Chrges	(1,999,595)	(2,057,387)	(2,057,387)	(2,082,878)	1 %
<b>Charges to Others Total</b>			<b>(1,999,595)</b>	<b>(2,057,387)</b>	<b>(2,057,387)</b>	<b>(2,082,878)</b>	<b>1 %</b>
<b>Net Budget</b>			<b>49,905</b>	<b>0</b>	<b>1,356</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg-Telecommunication  
102 - 221030

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2210300	Salaries-Regular	54,046	56,124	56,124	58,586	4 %
412000	2210300	Emp Pension & Benefits	14,326	14,533	14,533	16,307	12 %
<b>Personnel Services Total</b>			<b>68,372</b>	<b>70,657</b>	<b>70,657</b>	<b>74,893</b>	<b>5 %</b>
421000	2210300	Professional Services	235,185	302,948	302,948	317,050	4 %
422000	2210300	Utility Services	178,355	231,150	231,150	213,820	(7) %
423000	2210300	Rentals & Transport	8	350	350	350	%
424000	2210300	Maint & Repairs	(10,908)	2,600	2,600	2,000	(23) %
425000	2210300	Office Exp & Supplies	3,987	3,525	3,525	3,525	%
426000	2210300	Materials & Supplies	62,393	0	0	0	---
427100	2210300	Travel & Meeting	0	250	250	250	%
427200	2210300	Training	753	1,150	1,150	1,150	%
428400	2210300	Insurance/All Other	1,789	1,376	1,376	1,360	(1) %
<b>Non-personnel Expenses Total</b>			<b>471,563</b>	<b>543,349</b>	<b>543,349</b>	<b>539,505</b>	<b>( ) %</b>
450340	2210300	Equipment Replacement Reserve	172,396	83,000	83,000	83,000	%
<b>Special Projects Total</b>			<b>172,396</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>---</b>
462200	2210300	Machinery & Eqment	52,561	20,000	20,210	20,000	%
462308	2210300	Office Furn & Eq-Computer Acqui	1,410	0	0	0	---
<b>Equipment Outlay Total</b>			<b>53,972</b>	<b>20,000</b>	<b>20,210</b>	<b>20,000</b>	<b>---</b>
881100	2210300	General Fund Allocation Chgs	3,782	4,556	4,556	4,834	6 %
881200	2210300	Central Svc Allocation Chgs	41,806	37,813	37,813	38,910	2 %
<b>Charges From Others Total</b>			<b>45,588</b>	<b>42,369</b>	<b>42,369</b>	<b>43,744</b>	<b>3 %</b>
894101	2210300	Interfund Svcs-General Fund	(376,781)	(407,288)	(407,288)	(436,388)	7 %
894102	2210300	Interfund Svcs-Centr'l Svcs Fd	(103,330)	(58,642)	(58,642)	(53,069)	(9) %
894170	2210300	Interfund Svcs-Development	(19,744)	(16,279)	(16,279)	(15,377)	(5) %
894210	2210300	Interfund Svcs-Library	(24,511)	(21,977)	(21,977)	(18,719)	(14) %
894220	2210300	Interfund Svcs-CDBG Fund	(4,438)	(4,383)	(4,383)	(4,140)	(5) %
894478	2210300	RDA-Downtown/Airport Cap Proj	(1,494)	(8,453)	(8,453)	0	---
894510	2210300	Interfund Svcs-Electric Fund	(176,795)	(131,425)	(131,425)	(125,102)	(4) %
894511	2210300	Interfund Svcs-Pub Benefits Fd	(3,693)	(2,504)	(2,504)	(8,280)	230 %
894520	2210300	Interfund Svcs-Water Fund	(34,021)	(53,655)	(53,655)	(46,943)	(12) %
894530	2210300	Interfund Svcs-Airport	(4,220)	(4,320)	(4,320)	(4,377)	1 %
894540	2210300	Interfund Svcs-Refuse Fund	(5,248)	(1,878)	(1,878)	(1,774)	(5) %
894550	2210300	Interfund Svcs-Sewer Fund	(34,915)	(22,392)	(22,392)	(22,068)	(1) %
894560	2210300	Interfund Svcs-Special	(3,117)	(15,653)	(15,653)	(15,081)	(3) %
894610	2210300	Interfund Svcs-Special Trans	(5,109)	(3,576)	(3,576)	(3,378)	(5) %
894640	2210300	Interfund Svcs-Central Stores	(1,617)	(1,503)	(1,503)	(1,301)	(13) %
894650	2210300	Interfund Svcs-Central Garage	(7,049)	(5,447)	(5,447)	(5,145)	(5) %
894720	2210300	Interfund Svcs-Spec Dep Fund	(5,318)	0	0	0	---
894721	2210300	Interfd Svcs-Int Bearng Dep Fd	(482)	0	0	0	---
<b>Charges to Others Total</b>			<b>(811,893)</b>	<b>(759,375)</b>	<b>(759,375)</b>	<b>(761,142)</b>	<b>%</b>
<b>Net Budget</b>			<b>(0)</b>	<b>0</b>	<b>210</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg Svs-Capital Imp  
102 - 221040

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
470170	2210400	All Other Improvements	89,565	581,000	1,667,080	578,500	( ) %
<b>Capital Outlay Total</b>			<b>89,565</b>	<b>581,000</b>	<b>1,667,080</b>	<b>578,500</b>	<b>( ) %</b>
892101	2210400	Annual Utiliztn Chgs to 101 Fd	(242,838)	(125,000)	(125,000)	(192,500)	54 %
892102	2210400	Annual Utiliztn Chgs to 102 Fd	(109,200)	(365,000)	(365,000)	(386,000)	5 %
892210	2210400	Annual Utiliztn Chgs to 210 Fd	0	(25,000)	(25,000)	0	---
892650	2210400	Annual Utiliztn Chgs to 650 Fd	0	(66,000)	(66,000)	0	---
<b>Charges to Others Total</b>			<b>(352,038)</b>	<b>(581,000)</b>	<b>(581,000)</b>	<b>(578,500)</b>	<b>( ) %</b>
<b>Net Budget</b>			<b>(262,472)</b>	<b>0</b>	<b>1,086,080</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Central Garage  
650 - 221500

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2215000	Salaries-Regular	989,206	1,059,015	1,059,015	1,117,194	5 %
411310	2215000	Night Shift Premium	13,869	18,000	18,000	18,000	%
411320	2215000	Temp Foreman Pay-Extra 5%	3,317	4,000	4,000	4,000	%
411410	2215000	Vacation Payoff	10,224	0	0	0	---
411420	2215000	Sick Leave Payoff	30,183	0	0	0	---
411430	2215000	Compensatory Time Payoff	2,085	0	0	0	---
412000	2215000	Emp Pension & Benefits	252,639	304,416	304,416	329,512	8 %
413110	2215000	OT at Straight Time	129	0	0	0	---
413120	2215000	OT at 1.5 Rate	3,643	6,000	6,000	6,000	%
<b>Personnel Services Total</b>			<b>1,305,299</b>	<b>1,391,431</b>	<b>1,391,431</b>	<b>1,474,706</b>	<b>5 %</b>
421000	2215000	Professional Services	23,547	6,000	6,000	6,000	%
422000	2215000	Utility Services	6,851	7,200	7,200	7,200	%
422700	2215000	Refuse/Disposal Fees	12,371	15,000	15,000	15,000	%
423000	2215000	Rentals & Transport	11,054	13,100	13,100	13,025	( ) %
424000	2215000	Maint & Repairs	1,060,081	726,962	757,971	788,446	8 %
425000	2215000	Office Exp & Supplies	26,886	15,575	47,099	16,175	3 %
426000	2215000	Materials & Supplies	49,129	56,000	56,963	57,775	3 %
427100	2215000	Travel & Meeting	439	500	500	500	%
427200	2215000	Training	1,886	6,000	10,113	6,000	%
428400	2215000	Insurance/All Other	19,980	16,174	16,174	19,127	18 %
428420	2215000	Insurance Charges - Direct	309	474	474	423	(10) %
443300	2215000	Uncoll Accts-Bad Debts	740	0	0	0	---
<b>Non-personnel Expenses Total</b>			<b>1,213,278</b>	<b>862,985</b>	<b>930,594</b>	<b>929,671</b>	<b>7 %</b>
440126	9219000	CNG Refueling Station	0	0	385,000	0	---
<b>Special Projects Total</b>			<b>0</b>	<b>0</b>	<b>385,000</b>	<b>0</b>	<b>---</b>
462050	2215000	Building And Improvements	46,218	0	203,496	0	---
462100	9309300	AQMD 3 Boom Trucks	0	0	59,760	0	---
462100	9309400	AQMD-1 Sweeper	0	0	40,000	0	---
462100	9309700	AQMD 2 Sweepers	0	0	58,600	0	---
462200	2215000	Machinery & Eqment	0	13,256	13,256	35,994	171 %
<b>Equipment Outlay Total</b>			<b>46,218</b>	<b>13,256</b>	<b>375,112</b>	<b>35,994</b>	<b>171 %</b>
881100	2215000	General Fund Allocation Chgs	14,010	14,132	14,132	14,648	3 %
881200	2215000	Central Svc Allocation Chgs	328,675	459,671	459,671	495,140	7 %
882002	2215000	Bldg. Maint. Charge	0	11,500	11,500	0	---
882102	2215000	Annual Utilization Chgs 102 Fd	49,252	123,684	123,684	63,416	(48) %
884101	2215000	General Fund Charges	0	1,540	1,540	1,540	%
<b>Charges From Others Total</b>			<b>391,937</b>	<b>610,527</b>	<b>610,527</b>	<b>574,744</b>	<b>(5) %</b>
892102	2215000	Annual Utiliztn Chgs to 102 Fd	(15,293)	(19,249)	(19,249)	0	---
<b>Charges to Others Total</b>			<b>(15,293)</b>	<b>(19,249)</b>	<b>(19,249)</b>	<b>0</b>	<b>---</b>
<b>Net Budget</b>			<b>2,941,441</b>	<b>2,858,950</b>	<b>3,673,415</b>	<b>3,015,115</b>	<b>5 %</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Cntrl Gar-Auto Stores  
650 - 221510

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2215100	Salaries-Regular	153,025	155,174	155,174	161,507	4 %
411110	2215100	Salaries-Temp & Part Time	540	0	0	0	---
411310	2215100	Night Shift Premium	3,163	4,368	4,368	4,368	%
411410	2215100	Vacation Payoff	619	0	0	0	---
411430	2215100	Compensatory Time Payoff	79	0	0	0	---
412000	2215100	Emp Pension & Benefits	37,255	49,848	49,848	56,325	12 %
413120	2215100	OT at 1.5 Rate	186	1,000	1,000	500	(50) %
<b>Personnel Services Total</b>			<b>194,869</b>	<b>210,390</b>	<b>210,390</b>	<b>222,700</b>	<b>5 %</b>
421000	2215100	Professional Services	1,097	1,625	1,625	1,625	%
422000	2215100	Utility Services	969	1,500	1,500	1,500	%
422200	2215100	Electric	0	24,000	24,000	24,000	%
423000	2215100	Rentals & Transport	6,932	7,097	7,097	6,773	(4) %
424000	2215100	Maint & Repairs	8,086	12,050	12,050	12,733	5 %
425000	2215100	Office Exp & Supplies	3,212	4,950	4,950	4,150	(16) %
426000	2215100	Materials & Supplies	5,035	5,950	5,950	5,905	( ) %
427100	2215100	Travel & Meeting	0	300	300	300	%
427200	2215100	Training	0	500	1,500	500	%
428400	2215100	Insurance/All Other	4,933	2,299	2,299	2,684	16 %
<b>Non-personnel Expenses Total</b>			<b>30,266</b>	<b>60,271</b>	<b>61,271</b>	<b>60,170</b>	<b>( ) %</b>
881100	2215100	General Fund Allocation Chgs	2,105	2,336	2,336	2,413	3 %
881200	2215100	Central Svc Allocation Chgs	58,638	91,026	91,026	97,499	7 %
884101	2215100	General Fund Charges	523	0	0	0	---
<b>Charges From Others Total</b>			<b>61,266</b>	<b>93,362</b>	<b>93,362</b>	<b>99,912</b>	<b>7 %</b>
894102	2215100	Interfund Svcs-Centrl Svcs Fd	(190)	0	0	0	---
<b>Charges to Others Total</b>			<b>(190)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
<b>Net Budget</b>			<b>286,211</b>	<b>364,023</b>	<b>365,023</b>	<b>382,782</b>	<b>5 %</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Cntrl Gar-Motor Pool  
650 - 221520

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
423000	2215200	Rentals & Transport	27	0	0	0	---
424000	2215200	Maint & Repairs	1,166,844	1,200,000	1,200,000	1,240,787	3 %
426000	2215200	Materials & Supplies	533,851	578,503	578,503	558,131	(3) %
<b>Non-personnel Expenses Total</b>			<b>1,700,723</b>	<b>1,778,503</b>	<b>1,778,503</b>	<b>1,798,918</b>	<b>1 %</b>
462100	2215200	Automotive Equipment	633,477	645,594	864,486	695,621	7 %
<b>Equipment Outlay Total</b>			<b>633,477</b>	<b>645,594</b>	<b>864,486</b>	<b>695,621</b>	<b>7 %</b>
881100	2215200	General Fund Allocation Chgs	5,354	6,231	6,231	6,555	5 %
881200	2215200	Central Svc Allocation Chgs	82,326	79,894	79,894	81,184	1 %
884650	2215200	InterFund Chgs From 650 Fd	184,781	0	0	0	---
<b>Charges From Others Total</b>			<b>272,461</b>	<b>86,125</b>	<b>86,125</b>	<b>87,739</b>	<b>1 %</b>
<b>Net Budget</b>			<b>2,606,662</b>	<b>2,510,222</b>	<b>2,729,114</b>	<b>2,582,278</b>	<b>2 %</b>

## Annual Budget

**Department / Section:** Administrative Services / Adm Svs-Bldg Svs-Transport Ctr  
101 - 221050

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
421000	2210500	Professional Services	48,973	32,600	53,202	34,000	4 %
422000	2210500	Utility Services	9,775	10,400	10,400	9,700	(6) %
422200	2210500	Electric	38,461	50,000	50,000	47,300	(5) %
422500	2210500	Water	922	1,400	1,400	1,300	(7) %
422700	2210500	Refuse/Disposal Fees	0	0	0	2,000	---
424000	2210500	Maint & Repairs	10,172	10,000	10,000	10,000	%
426000	2210500	Materials & Supplies	1,046	2,000	2,000	2,100	5 %
428420	2210500	Insurance Charges - Direct	626	203	203	203	%
<b>Non-personnel Expenses Total</b>			<b>109,978</b>	<b>106,603</b>	<b>127,205</b>	<b>106,603</b>	<b>---</b>
462200	2210500	Machinery & Eqment	4,294	0	0	0	---
<b>Equipment Outlay Total</b>			<b>4,294</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
881100	2210500	General Fund Allocation Chgs	999	650	650	692	6 %
881200	2210500	Central Svc Allocation Chgs	68,693	69,764	69,764	74,806	7 %
882002	2210500	Bldg. Maint. Charge	8,555	0	0	0	---
882102	2210500	Annual Utilization Chgs 102 Fd	100,000	0	0	0	---
<b>Charges From Others Total</b>			<b>178,247</b>	<b>70,414</b>	<b>70,414</b>	<b>75,498</b>	<b>7 %</b>
891100	2210500	General Fund Allocation Chrges	(154,871)	(80,476)	(80,476)	(80,476)	%
894101	2210500	Interfund Svcs-General Fund	(77)	0	0	0	---
<b>Charges to Others Total</b>			<b>(154,948)</b>	<b>(80,476)</b>	<b>(80,476)</b>	<b>(80,476)</b>	<b>---</b>
<b>Net Budget</b>			<b>137,571</b>	<b>96,541</b>	<b>117,143</b>	<b>101,625</b>	<b>5 %</b>